

## **RULES OF BEHAVIOR:**

The following Rules of Behavior are the minimum rules users who are requesting a user account for ITS.gov:

1. You must conduct only authorized business on the system.
2. Your level of access to the FMS system, ITS.gov, is limited to ensure your access is no more than necessary to perform your legitimate tasks or assigned duties. If you believe you are being granted access that you should not have, you must immediately notify the **Kansas City Financial Center Helpdesk at : (816) 414-2150** or email at **itsenrollment@fms.treas.gov**.
3. You must maintain the confidentiality of your authentication credentials such as your password. Do not reveal your authentication credentials to anyone; you should never be asked to reveal your credentials.
4. You must access ITS.gov by typing the **https://www.its.gov** or using a bookmark. In addition, you must open ITS.gov prior to accessing any other websites, and avoid unrelated web browsing. ITS.gov must be the only website accessed within a single browser session.
5. You must follow proper logon/logoff procedures. You must manually logon to your session; do not store your password locally on your system or utilize any automated logon capabilities. You must promptly logoff when session access is no longer needed. If a logoff function is unavailable, you must close your browser. Never leave your computer unattended while logged into the system.
6. You must report all security incidents or suspected incidents (e.g., lost passwords, improper or suspicious acts) related to the FMS system to the Kansas City Financial Center Helpdesk.
7. You must not attempt to circumvent any ITS.gov security control mechanisms.
8. You must not establish any unauthorized interfaces between FMS applications and other non-FMS systems.
9. You must utilize anti-virus protection mechanisms on any systems connecting to the ITS.gov application.
10. Your access to the ITS.gov application constitutes your consent to the retrieval and disclosure of the information within the scope of your authorized access, subject to the Privacy Act, and applicable Federal laws.
11. You must safeguard system resources against waste, loss, abuse, unauthorized use or disclosure, and misappropriation.
12. You must not process classified national security information on the system.
13. You must not browse, search or reveal FMS system information except in accordance with that which is required to perform your legitimate tasks or assigned duties. You must not retrieve information, or in any other way disclose information, for someone who does not have authority to access that information.
14. You should contact your FMS Information System Security Officer or the Kansas City Financial Center Helpdesk if you do not understand any of these rules.

### **ACCEPTANCE**

I have read the above Rules of Behavior for External Users of the Financial Management Service (FMS) System, ITS.gov. By my signature below, I acknowledge and agree that my access to this FMS system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to civil and/or criminal actions and that FMS retains the right, at its sole discretion, to terminate, cancel or suspend my access rights to ITS.gov at any time, without notice.

User's Legal Name: \_\_\_\_\_(printed)

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_